

## Human Resources Policy

### WORKPLACE VIOLENCE POLICY 540

#### PURPOSE

It is the policy of the Judiciary to promote a safe work environment for its employees. All persons have a basic right to feel safe from harm during the conduct of business in the workplace. The Judiciary is committed to working with its employees to maintain a work environment free from violence, harassment, intimidation, and other disruptive behavior. It is also the intent of the Courts to address the effects of domestic violence and the associated costs to the workplace.

#### SCOPE

This policy applies to all court employees.

#### CROSS REFERENCES

Discipline, Policy 610

##### 1. General Policy

1.1 Violence, threats, harassment, intimidation and other disruptive behavior will not be tolerated in the workplace. All reports of incidents will be taken seriously and will be dealt with appropriately.

1.2 Employees who threaten, stalk, intimidate, harass or commit a violent act against anyone while on the job or while using any state resources such as time, phones, FAX machines, mail, e-mail, or other means shall be disciplined. Employees who commit such acts may also be subject to criminal prosecution.

1.3 Employees are responsible for notifying management of any violence, threats or harassment that they have witnessed, received or have been told that another person has witnessed or received.

1.4 Workplace safety procedures shall be evaluated to minimize risks of workplace violence, including violence which may be related to domestic relationships.

##### 2. Procedures Regarding Assistance For Victims of Domestic Violence

2.1 An employee who is or may be the victim of domestic violence or stalking, and who needs assistance, shall be encouraged to contact a supervisor or a Human Resources Representative so that appropriate measures may be taken regarding workplace safety. Appropriate measures may include notifying court security personnel of the identity of an abuser, and repositioning the employee to minimize the potential of unauthorized contact by the abuser. With the employee's consent, co-workers may be made aware of an abuser's identity and instructed on procedures if the abuser gains access to the work site.

2.2 An employee who receives a protective order or stalking injunction which lists state-owned or leased premises as a protected area is required to provide management with a copy of such order.

2.3 When an employee is absent from work as a result of being a victim of domestic violence, management shall grant the employee maximum flexibility consistent with viable workplace operations, to arrange the work schedule to help prevent lost wages in accordance with personnel policies and procedures.

### 3. Procedures Regarding Assistance For Domestic Violence Perpetrators

3.1 Consistent with other policies concerning violations of state and federal laws, employees who violate domestic violence laws will be evaluated for continued employment with the courts.

3.2 If management determines that an employee's continued employment is not contrary to the Courts' best interests, management may grant leave time, with or without pay, or adjust the employee's work schedule for the purpose of allowing the employee to attend an approved outpatient perpetrator treatment program.